

State of New Jersey



**LEGALIZED GAMES OF CHANCE CONTROL COMMISSION**  
**P.O. BOX 46000**  
**NEWARK, N.J. 07102**  
**1-(973)-648-2710**

Please provide the following regarding obtaining an Identification Number:

1. On the stationery of your organization address a letter to:  

LEGALIZED GAMES OF CHANCE  
CONTROL COMMISSION P.O. BOX 4600  
NEWARK, NEW JERSEY 07102
2. In the letter "Request an Identification Number".
3. Have the letter signed by an elected official of your organization and indicate the title of that person.
4. Enclose a copy of the constitution and by-laws or charter of the organization.
5. If incorporated in the State of New Jersey, enclose a copy of the certificate of incorporation.
6. If not incorporated indicate the number of adult members in your organization.
7. Enclose a financial summary covering the income and expenditures made by your organization during the past 12 months.
8. If you have any questions phone 1-(973)-648-2710.

**TOWNSHIP OF CLARK**

**PACKET CONSISTS OF THE FOLLOWING**

**APPLICATION FOR RAFFLE AND OR BINGO (4 COPIES) ALL FOUR COPIES MUST BE ORIGINALLY NOTARIZED AND SIGNED. PLEASE MAKE SURE THAT ALL SIGNATURES ARE SIGNED IN BLUE INK.**

**ORIGINAL REGISTRATION CERTIFICATE (ID #) FROM LEGALIZED GAMES MUST BE SHOWN EACH TIME YOU DROP OFF A RAFFLE OR BINGO LICENSE APPLICATION.**

**RAFFLE TICKET FACSIMILE FORM (complete only if tickets are printed) 4 COPIES**

**INSTRUCTION SHEET FROM THE LEGALIZED GAMES OF CHANCE.**

**REPORTS OF OPERATION (sent directly by Organization to Legalized Games of Chance).**

**IF THERE ARE ANY CHANGES IN YOUR APPROVED BINGO OR RAFFLE APPLICATION, YOU MUST COMPLETE AN AMENDED APPLICATION (4 originals). ATTACH TICKETS TO EACH AMENDED APPLICATION AND INCLUDE ANY ADDITIONAL FEES.**

**SUBMIT APPLICATIONS TO CLERK'S OFFICE AS FOLLOWS:**

- 1. COMPLETE FOUR (4) COPIES OF THE RAFFLE, BINGO OR AMENDED APPLICATIONS.**
- 2. ATTACH RAFFLE TICKET OR FACSIMILE TO ALL FOUR (4) APPLICATIONS OR AMENDED APPLICATIONS.**
- 3. ALL FOUR (4) OF THE RAFFLE OR BINGO APPLICATIONS MUST HAVE ORIGINAL SIGNATURES IN BLUE INK AND NOTARY SEAL.**
- 4. ALL FOUR (4) AMENDED APPLICATIONS MUST HAVE ORIGINAL SIGNATURES IN BLUE INK AND NOTARY SEAL.**
- 5. WE ARE NOW REQUIRED TO HAVE PROOF OF YOUR LEGALIZED GAMES OF CHANCE STATE I.D. NUMBER IN OUR FILES. THEREFORE, PLEASE SHOW US THE STATE I.D. CARD FROM THE LEGALIZED GAMES OF CHANCE WHEN SUBMITTING THE RAFFLE OR BINGO APPLICATIONS.**
- 6. ADDITIONAL MONEY WILL BE REQUIRED IF YOUR ORGANIZATION**

**HAS AN ON-PREMISE OR AN OFF-PREMISE CASH 50/50 EXCEEDING \$1,000.00. THE FEES THAT WERE SUBMITTED WITH THE APPLICATION ARE FILING FEES. YOU MUST SUBMIT AN ADDITIONAL \$20.00 PER \$1,000.00 TO BOTH THE TOWNSHIP AND STATE.  
(See Attached Fee Schedule)**

**YOU MUST SEND ALL BINGO OR RAFFLE REPORTS OF OPERATION TO:**

**NJ DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF CONSUMER AFFAIRS  
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION  
PO BOX 46000  
NEWARK, NEW JERSEY 07101 TELEPHONE (973) 648-2710**

**YOU DO NOT HAVE TO SEND THE ORIGINAL REPORT OF OPERATION TO THE TOWNSHIP. THE TOWNSHIP DOES NOT FORWARD A COPY TO THE STATE ANY LONGER.**

**PLEASE NOTE: Effective January 10, 2007, Ordinance 06-21, pursuant to N.J.A.C. 13:47-1.1 the Township Clerk shall perform the duties of the issuing authority for the approval of the granting of raffle and bingo licenses. There is a waiting period of 15 business days for license to be approved by Legalized Games of Chance Control Commission.**

**LEGALIZED GAMES OF CHANCE  
CONTROL COMMISSION**

**LICENSING FEES DUE TO THE CONTROL COMMISSION FOR LICENSES  
APPROVED AFTER OCTOBER 2, 2006:**

**BINGO:**

**\$20.00 FOR EACH OCCASION**

**RAFFLES:**

- 1. ON PREMISE DRAW RAFFLES: AWARDING CASH OR MERCHANDISE AS A PRIZE; \$20.00 FOR EACH DAY ON WHICH A DRAWING IS HELD.**
- 2. OFF PREMISE DRAW RAFFLES: AWARDING MERCHANDISE AS A PRIZE; \$20.00 PER \$1,000.00 OR PART THEREOF OF THE RETAIL VALUE OF THE AWARDED PRIZE(S).**
- 3. NON-DRAW RAFFLES: CARNIVAL WHEELS AND GAMES; \$20.00 FOR EACH WHEEL OR GAME CONDUCTED ON ANY DAY OF SERIES OF SIX CONSECUTIVE DAYS IN ONE WEEK.**
- 4. OFF-PREMISES DRAW RAFFLES: AWARDING CASH AS A PRIZE (50/50); \$20.00 PER \$1,000.00 OR PART THEREOF OF THE RETAIL VALUE OF THE AWARDED PRIZE(S).**

Fees for bingo licenses and raffles licenses in categories 1, 2, and 3 above are due in full at the time the application is filed with the municipality. For raffle license in category 4, a \$20.00 fee is due at the time the application is filed and, if the awarded prize(s) exceeds \$1,000.00 an additional fee of \$20.00 per \$1,000.00 or part thereof awarded as a prize is due upon filing of the Report of Operation. (See N.J.A.C. 13:47-9.1 (Revised January 17, 1995 for filing.

**STATE FEE:           CHECKS MUST BE MADE PAYABLE TO  
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION**

**TOWNSHIP FEE:       CHECKS MADE PAYBLE TO  
TOWNSHIP OF CLARK**

## FEE SCHEDULE

	<b>Payment to Township of Clark</b>	<b>Payment to Legalized Games of Chance</b>
<b>0 - \$1,000.00</b>	<b>\$20.00</b>	<b>\$20.00</b>
<b>\$1,000.01 - \$2,000.00</b>	<b>\$40.00</b>	<b>\$40.00</b>
<b>\$2,000.01 - \$3,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>
<b>\$3,000.01 - \$4,000.00</b>	<b>\$80.00</b>	<b>\$80.00</b>

**AND ETC.**

**\*\* If fees collected for an On-Premise 50/50 or an Off-Premise 50/50 Raffle are under \$400.00, fees do not need to be submitted to the Township or the State.**